



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking applications for the two year position (extendable) of:

PROJECT MANAGEMENT ASSISTANT (EG office), FSN-08

OPEN TO: All Interested Citizens of Azerbaijan

OPENING DATE: October 28, 2009

CLOSING DATE: November 11, 2009

Basic Function: The Project Management Assistant provides administrative and program support to the Economic Growth Objective Team, coordinates, manages, and completes a range of monitoring and reporting documents for the Office of Economic Growth, including operational plans, annual reports, and other projects as assigned. The incumbent may be required to manage small independent projects of an administrative and clerical nature, as well as assist with monitoring USAID-funded economic activities. The incumbent provides support to Senior level US and host-country employees, especially in the administration and implementation of development projects, but also during their monitoring, planning, design, and development phases. In response to general instructions, the incumbent conducts research in specified areas of project development, requiring independent analysis and interpretation. The Project Management Assistant will be required to coordinate and attend meetings, monitor non-technical aspects of programs during field visits, and provide support in the evaluation of programs. The incumbent will also be expected to draft correspondence, memos, and reports regarding aspects of assigned duties and responsibilities as required. The Project Management Assistant will work under the general supervision of the Economic Growth Team Leader, or designee, but will also take directions from other team members as needed.

Position Grade: Full performance grade level for this position is: **FSN-8**. A training grade level, below FSN-8, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education: Up to 3 years of college/university studies are required with coursework in subjects such as English, accounting and other general electives.

Work experience: At least of three to five years of progressively responsible work experience, especially in economic growth sector or directly related to project planning and administration is required. Experience in an English-language work situation is required. Work experience with international organizations working in a development environment is highly desirable.

Language Proficiency: Level IV, strong written and oral proficiency in English is required. Fluency in Azerbaijani and Russian is also required.

Completed Application Form OF-612, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: hr-Baku@usaid.gov. All applications must have the position number 112-10-01 and position title identified. Late applications will not be accepted.

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.